



Date: 12/23/15
To: All Employees Enrolled in the Health Insurance Plan
From: Allen Associates
Re: Administrative Change Effective 1/1/16

As you may know, the Board of Education maintains health benefits for their employees in the Southern Coastal Regional Benefits Fund, which is sub-located from the Southern New Jersey Regional Employee Health Benefits Fund (HIF). Effective 1/1/16, the existing group clients will be transitioned into their own HIF which will continue to be called the Southern Coastal Regional Benefits Fund, but will administratively become independent from the Southern Regional HIF. This administrative change is being done to better serve the needs of the member group entities in the Coastal HIF separately.

****Some Important Information****

- 1) Your benefits are not changing!
- 2) You will be receiving a letter at home from the **Coastal HIF** announcing this change – please be looking for it as it contains important information.
- 3) This change will require the issuance of new ID#'s and new ID cards for all Aetna members only & will be mailed to your home during the week of 12/21/15. AmeriHealth Administrators members will not require new numbers or cards. Please be on the lookout for your new ID cards from the Coastal HIF.
- 4) New ID cards should arrive in time for January 1st, and you will be able to look online in Aetna's system via Aetna Navigator to see your new ID info as we get closer to January 1st. Please contact Allen Associates if you do not receive your new card by December 30.
- 5) If you are having a procedure during the transition, remember that your current ID# will be used to process any claims for services that began before January 1st. If you need any assistance, advice or directions on services immediately after January 1st, please contact Allen Associates – we will be available during the holiday season except for Christmas Eve, Christmas Day and New Year's Day only.

Please feel free to contact Allen Associates Benefits Specialists if you need assistance. Rose and Annie are available Monday through Friday from 8:00AM - 5:00PM at 856-692-2250; or email rose@allenassoc.com , annie@allenassoc.com .